

## TOWN OF ARLINGTON



### Report to Annual Town Meeting 2016 Article 32 Endorsement of CDBG Application

We are pleased to submit the Community Development Block Grant application for program year 42 (July 1, 2016 through June 30, 2017). Applications were due on February 16, 2016 and reviewed on February 22, 2016 at the Board of Selectmen's public hearing. The CDBG Sub-Committee met on March 7, 2016 and March 23, 2016 to review the applications and develop the following budget for the use of CDBG funds. This memorandum describes each of the requests and the recommended budget allocations.

The Town of Arlington expects to receive **\$1,033,162** in new grant funds from the U.S. Department of Housing and Urban Development for the period July 1, 2016 through June 30, 2017. This is a reduction of **\$9,186** from the current year's allocation. Requests for funds totaled **\$1,845,633** therefore necessitating reductions in allocations. Many of the programs and activities are a continuation of ongoing programs and activities.

The Town also estimates that it will receive an additional **\$104,000** in Program Income generated by the Arlington Home Improvement Loan Program. HUD regulations allow 15% of program income to be allocated to the public services category and the Town will utilize this income to offset the loss in CDBG funding.

The following is a summary of the requests for funds and the corresponding recommended allocations. All requests have been placed into one of five categories: *Housing/Rehabilitation, Public Services, Public Facilities and Improvements, Planning, and Administration*.

Projects/activities must meet **ONE** of the following HUD National Objectives:

**Low/Moderate Income Area Benefit (LMA):** the project/activity meets the needs of persons residing in an **area** where at least 51% of the residents are low or moderate income persons.

**Low/Moderate Income Clientele (LMC):** the activity benefits a group of persons (rather than residents in a particular area) 51% of whom are low or moderate income persons. The following

groups are presumed to be Low/Moderate: abused children, battered spouses, elderly persons, and adults meeting the **U.S. Bureau of Census' Current Population Reports** definition of "severely disabled," homeless persons, illiterate adults and persons living with AIDS.

**Low/Moderate Housing (LMH):** The project will provide or improve permanent residential structures which, upon completion, will be occupied by low and moderate income households. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.

**Slum or Blighted Area (SBA):** the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.

**Spot Blight (SBS):** the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.

Board of Selectmen  
Town Manager

**Community Development Block Grant  
Annual Action Plan  
July 1, 2016- June 30, 2017**

## **REHABILITATION/HOUSING**

**Affordable Housing Program:** This request for \$527,121 will allow the Town to continue creating affordable housing. Funds will be used to purchase additional units of permanently affordable housing during the year, for possible brownfields site clean-up for redevelopment of affordable units and for capital improvements to existing affordable rental housing owned by the Housing Corporation of Arlington. An allocation of \$12,121 is included as partial salary for the Director of Housing. Funding is recommended at \$342,288.

**Arlington Home Improvement Loan Program:** A request for \$325,000 has been submitted by the Arlington Home Rehabilitation Office to continue a loan program that assists residential homeowners of one- to four-family residences in the renovation of their properties. The Arlington Home Improvement Loan Program (AHILP) offers financial assistance to low and moderate-income residents by providing low interest (1.75 %) and deferred payment loans with CDBG funds. The loans enable the owners to make repairs and correct violations of existing building, health and safety code standards and abate lead-based paint. The Arlington Home Rehabilitation Office also provides technical and contractor procurement services. Funding is recommended at \$225,000.

## **PUBLIC SERVICES**

**Adult Day Health Center Scholarships:** The Council on Aging requested \$10,000 to continue the Adult Day Health Center Scholarship Program, which is operated by Cooperative Elder Services, Inc. The program provides a safe and therapeutic adult day care service at a very low cost for those who, due to physical and/or psychological limitations, cannot be left alone at home. Clients are brought to a safe and supportive environment at a day care facility in the Multipurpose Senior Center. Funding is recommended at \$4,000.

**AHS Athletic Scholarships:** This request for \$13,000 by the Arlington High School Athletic Department to continue an athletic scholarship program at Arlington High School. The funds will be used for income-eligible students who cannot afford to pay the annual activity fee for various athletic programs offered. Funding is recommended at \$8,000.

**Arlington EATS/ Thompson School:** Arlington EATS requested \$6,000 to provide free meals to students. This program offers lunch four days a week during summer and school vacation weeks, sends students home with staple foods in Weekend Food Bags, and provides snacks for students during the school day. Funding is recommended at \$2,250.

**Arlington Youth Counseling Center:** The Arlington Youth Counseling Center (AYCC) requested \$20,000 to subsidize the costs of counseling services to income eligible households. Ninety percent

(90%) of AYCC clients qualify under the low- and moderate-income guidelines. The AYCC provides various counseling services including individual, group and family therapy, emergency services, crisis intervention services and referral services. The CDBG allocation defrays the cost of out-of-pocket expenses that are not covered by a client's insurance or is used for children and families that are without support or cannot afford the fee scale. Funding is recommended at \$5,000.

**Boys & Girls Club Scholarships:** The Arlington Boys & Girls Club requested \$20,000 to continue awarding scholarships to households who participate in Boys & Girls Club activities. The program provides financial assistance to households with limited resources for such activities as after school care, summer camp, instructional classes and preschool. Each applicant must be income eligible, meeting low to moderate income requirements. Each recipient is also required to share in the cost of the program, based on their ability to pay. Funding is recommended at \$14,500.

**COA Transportation Program:** The Council on Aging requested \$65,059 to fund the transportation services that are offered to Arlington seniors. The transportation program brings seniors to medical appointments and local stores, helping seniors remain independent and active in the community. Funding is recommended at \$35,000.

**COA Volunteer Services Coordinator:** The Council on Aging requested \$56,253 to fund the position of Volunteer Services Coordinator. The Coordinator works directly for the Council on Aging to organize program activities and to recruit and supervise volunteers who provide services throughout the community. The development of public relations and special programs, many of which interface with other COA services, is an ongoing focus of this position. The Volunteer Services Coordinator also acts as the coordinator of the COA transportation program. The funds received will be used for the base salary of the staff person plus all fringe benefits. Funding is recommended at \$53,530.

**FoodLink Inc. Healthy Meals Program:** FoodLink requested \$10,000 in funding to provide healthy food to elders, low-income families with children and people with disabilities. FoodLink provides fresh fruit, vegetables, dairy, and bread one to four times a week to residents in various locations in Arlington. Funding is recommended at \$2,250.

**Jobs, Jobs, Jobs Program:** This is a combined request submitted by the Arlington Boys & Girls Club and the Fidelity House for \$10,000 to provide human service jobs for teens. The program targets income-eligible youth in grades nine, ten and eleven. The teens will be employed as recreation assistants at each agency and will provide service to other income-qualified youth. The program provides teens the opportunity to learn job skills, skills in childcare and recreation leadership skills. A portion of the funds are used to hire a program coordinator who screens applicants, makes appropriate placements, supervises and evaluates the program. The remaining funds will be used to pay the recreation assistants. All teens will be paid the same hourly fee. Funding is recommended at \$10,000.

**Menotomy Manor Homework Support Program:** This request by Operation Success for \$6,000 will pay for the operating costs of a homework support program for junior high school students living in Menotomy Manor, an Arlington Housing Authority property. Trained volunteers, active and retired teachers from the community, provide homework tutoring. Anticipated operating costs include computer supplies and maintenance, schoolwork supplies, phone line, internet access, and parent program consultation. Funding is recommended at \$6,000.

**Menotomy Manor Outreach Program - Fidelity House:** This request from the Fidelity House seeks \$16,000 to help defray the cost of programs that the Fidelity House manages for the low-income families of Menotomy Manor. The Menotomy Manor Outreach Program was created to directly address the developmental needs of Arlington's low-income youth and help assimilate them into the community. The program includes free transportation to and from Fidelity House, free memberships, participation in all youth programs, on-site programming, and camp memberships for Summer Day Camp. The program's goal is to continue to provide a quality program for 5 to 18-year-olds. Funding is recommended at \$14,000.

**Recreation Department Ican Shine Learn to Bike Program:** The Arlington Parks and Recreation Department requested \$1,200 to provide financial assistance to disabled persons ages eight and older for the purpose of learning how to ride a bike. No funding is recommended at this time.

**Recreation Department Program Scholarships:** The Arlington Parks and Recreation Department requested \$17,000 to continue a scholarship program for activities offered by the Recreation Department. The program provides income-eligible households an opportunity to participate in recreation programs by providing financial assistance to offset the cost of program fees. Funding is recommended at \$13,000.

**Vision 2020 (Community Volunteers for Community Initiatives):** This request for \$3,000 to continue the annual town Census Insert Survey. Data collected from this survey inform policy-setting for the town and other planning activities. Funding is recommended at \$3,000.

## PUBLIC FACILITIES AND IMPROVEMENTS

**ADA Compliance-Curb Cuts:** The Arlington Commission on Disability requested \$150,000 to construct and reconstruct curb cut ramps in compliance with the Americans with Disability Act for the purpose of improving access and pedestrian safety for the elderly and disabled. For the past five years, the annual allocation was \$125,000. A balance of \$81,000 is available from reprogrammed CDBG funds. These funds will be spent on this activity. Funding is recommended at \$44,000 to fill the funding gap and bring the total to \$125,000.

**ADA Park Compliance Program- Thorndike Playground:** The Arlington Parks and Recreation Department requested \$25,000 to upgrade properties under the Park Commission jurisdiction that are not funded through the Capital Plan. No funding is recommended at this time.

**Menotomy Manor Life and Skills Building and Drake Village:** This request by the Arlington Housing Authority (AHA) for \$350,000 is to build a Life & Skills Center at 2 Freemont Court, in the Menotomy Manor Development and rehab to Drake Village. Currently, two three-bedroom units are used to run programs that benefit the residents of Menotomy Manor and will revert to affordable housing when this project is complete. The Center would offer a larger and more efficient space for existing programs and allow for additional programs such as banking and finance classes, computer training classes, and job search skills classes in an effort to make families of Menotomy Manor more self-sufficient. The Center would also house the present substation of the Arlington Police Department and the AHA on site Management Office at Menotomy Manor. The Community Preservation Committee has recommended an allocation of \$200,000 of Community Preservation Act funds to be allocated towards the Drake Village portion of this project. To fill the funding gap, funding is recommended at \$150,000.

## PLANNING

**Master Plan Zoning and Planning Studies:** This request for \$75,000 will partially fund the tasks and services necessary for comprehensive master planning for the Town, including recodification of the Zoning Bylaw. Funding is recommended at \$50,000.

**Planners:** This request for \$45,000 to partially fund the position of Director of Housing and partially fund a Planner. Both positions serve under the Director of Planning and Community Development. The Director of Housing is responsible for developing affordable housing and a housing plan for the Town. The Planner performs a multitude of CDBG-related planning tasks, including work on historical matters, land and open space issues. Funding includes salary plus fringe benefits, which are reimbursed to the Town. Funding for this position is recommended at \$45,000.

**ACAC Cultural Plan:** This request for \$15,000 for the Arlington Committee on Arts and Culture will focus efforts on maintaining and growing arts programming and arts and culture organizations in Arlington. Funding is recommended at \$5,000.

## ADMINISTRATION

**General Administration:** \$15,000 is requested for the operating and administrative costs of the CDBG program. This budget item provides for costs of overall program management, coordination, monitoring, and evaluation. Funding is recommended at \$15,000.

**Grants Administrator:** This request for \$65,000 funds the position of Grants Administrator who serves under the Director of Planning and Community Development. The Grants Administrator works in the Department of Planning and Community Development and is responsible for the daily financial administration of the CDBG program and coordination of grant activities with program directors. Related costs include salary and reimbursement to the Town for fringe benefits. Funding for this position is recommended at \$84,000.

**WARRANT ARTICLE 32 - ANNUAL TOWN MEETING, APRIL 2016  
COMMUNITY DEVELOPMENT BLOCK GRANT - PROGRAM YEAR 42 (7/1/16-6/30/17)**

	Amount Requested	Compliance with Nat'l Objectives Section 570.200(a)(2)*	Town Manager Board of Selectmen Preliminary Budget
<b>REHABILITATION/HOUSING</b>			
1. Affordable Housing Program	\$ 527,121	LMH	\$ 342,288
2. Arlington Home Improvement Loan Program	\$ 325,000	LMC	\$ 225,000
<b>Total</b>	<b>\$ 852,121</b>		<b>\$ 567,288</b>
<b>PUBLIC SERVICES</b>			
1. Adult Day Health Center Scholarships	\$ 10,000	LMC	\$ 4,000
2. AHS Athletic Scholarships	\$ 13,000	LMC	\$ 8,000
3. Arlington EATS/ Thompson School	\$ 6,000	LMA	\$ 2,250
4. Arlington Youth Counseling Center	\$ 20,000	LMC	\$ 5,000
5. Boys and Girls Club Scholarships	\$ 20,000	LMC	\$ 14,500
6. COA Transportation Program	\$ 65,059	LMC	\$ 35,000
7. COA Volunteer Services	\$ 56,253	LMC	\$ 53,530
8. FoodLink, Inc. Healthy Meals Program	\$ 10,000	LMC	\$ 2,250
9. Jobs, Jobs, Jobs Program (ABGC, FH)	\$ 10,000	LMC	\$ 10,000
10. Menotomy Manor Homework Support Program	\$ 6,000	LMA	\$ 6,000
11. Menotomy Manor Outreach Program- Fidelity House	\$ 16,000	LMA	\$ 14,000
12. Recreation Department Ican Shine Bike Program	\$ 1,200	LMC	\$ -
13. Recreation Department Program Scholarships	\$ 17,000	LMC	\$ 13,000
14. Vision 2020 (Community Volunteers for Community Initiatives)	\$ 3,000	Exempt Activity	\$ 3,000
<b>Total</b>	<b>\$ 253,512</b>		<b>\$ 170,530</b>
<b>PUBLIC FACILITIES AND IMPROVEMENTS</b>			
1. ADA Compliance Program-Curb Cuts	\$ 150,000	LMC	\$ 44,000
2. ADA Compliance Program- Thorndike Playground	\$ 25,000	LMC	\$ -
3. Menotomy Manor Life and Skills Building and Drake Village	\$ 350,000	LMA	\$ 150,000
<b>Total</b>	<b>\$ 525,000</b>		<b>\$ 194,000</b>
<b>PLANNING</b>			
1. Master Plan Zoning and Planning Studies	\$ 75,000	Exempt Activity	\$ 50,000
2. Planners	\$ 45,000	Exempt Activity	\$ 45,000
3. ACAC Cultural Plan	\$ 15,000	Exempt Activity	\$ 5,000
<b>Total</b>	<b>\$ 135,000</b>		<b>\$ 100,000</b>
<b>ADMINISTRATION</b>			
1. General Administration	\$ 15,000	Exempt Activity	\$ 15,000
2. Grants Administrator (Salary + Benefits).	\$ 65,000	Exempt Activity	\$ 84,000
<b>Total</b>	<b>\$ 80,000</b>		<b>\$ 99,000</b>
<b>TOTAL ALL REQUESTS</b>	<b>\$ 1,845,633</b>		<b>\$ 1,130,818</b>

<b>2016/2017 Allocation</b>	1,033,162
<b>Estimated Program Income</b>	104,000
<b>Total Funds Available</b>	<b>1,137,162</b>

\*HUD National Objectives are defined on page 1 and 2